

JOB DESCRIPTION

POST: Science Technician, Preparation Laboratory

Salary Range: Permanent Post

LBR 4 - Pt.7 -10 - £31,290 - £32,655 per annum (FTE)

Term-time only:

36 hours per week, - 8am to 3.40pm (one day to 3.50pm) (including 30 minutes lunch)

Purpose of the Job:

To provide efficient technical support to the Science Department. In particular to prepare, store, maintain, clear materials and equipment used in science lessons in accordance with Health and Safety regulations.

Responsible to: Senior Science Technician and Head of Science

I Principal Responsibility:

- To ensure the efficient preparation and organisation of equipment for lessons as required.
- To clean equipment and laboratories after each lesson and any chemical spillages when they occur.
- To ensure safe storage and use of laboratory equipment.
- To communicate with external suppliers and schools for specific queries.
- To purchase from petty cash extra items required.
- To liaise with the Head of Science, Heads of Subject and Senior Science Technician regarding the needs and running of the curriculum area.
- To undertake routine photocopying of worksheets when required.
- To undertake filing and general administration.
- To assist supply and cover teachers (for Science lessons) with the setting up of equipment other than science apparatus.
- To assist in setting up demonstrations and if familiar to share additional information with teachers.
- To assist in ensuring the safe conduct of pupils in the curriculum area.
- To assist in maintaining legal records of poisons, flammable liquids and alcohol storage.
- To safely dispose of waste chemicals and sharps.
- To carry out basic safety checks.
- To repair, maintain and if required construct or arrange the construction of equipment as required.
- To check equipment before and after lessons.
- To advise teachers about problems with apparatus.
- To ensure CLEAPSS "HazCards" are issued to teachers with equipment and chemicals.
- To undertake any training commensurate with the post.
- To take particular overall responsibility for individual laboratories as allocated by the Senior Science Technician.
- To ensure the application of Health and Safety in the preparation laboratory.
- To raise awareness of Health and Safety specifically in relation to teaching laboratories.
- To carry out annual stock take on equipment in teaching laboratories, whilst checking for deterioration.
- To undertake appropriate technician duties related to science as may reasonably be required by the Head of Science and Senior Science Technician within the band grading.
- To support teachers and pupils during lesson in an event of an accident or spillage.
- To attend meetings as required (within contracted hours).
- To liaise with care taking staff regarding any gas, flame, leaks and problems that may occur.
- To provide occasional cover for lessons within the Science Department.

II Specific Responsibilities:

- To take principal responsibility for the preparation of resources for Key Stage 3 Science.
- To support and share responsibility for, on a “as and when needed” basis, the preparation of resources across GCSE, AS and ‘A’ Level sciences through liaison with other technicians.
- To share responsibility for the technical/chemical preparation of GCSE, AS and ‘A’ Level sciences.
- To share responsibility of standard KS4 and KS5 practical lessons by liaising with the Senior Science Technician about the specific preparation of chemicals.
- To ensure a constant supply of standard chemical solutions used in standard KS3 and KS4 practicals for the whole Science Department.
- To ensure care of the safe storage of chemicals in the Chemistry Chemical Store / Biology Store under the supervision of the Senior Science Technician and Head of Chemistry as recommended by CLEAPSS.
- To assist with the annual stock take of chemicals in the Science Stores.
- To exercise first hand supervision of the distribution of chemicals from Chemistry to Biology and Physics.
- To promote an awareness of safety issues regarding the use of hazardous chemicals to technicians and teachers as recommended by CLEAPSS.

Person Specification:

We are interested in appointing someone who would enjoy working in an educational environment as part of a team. Whilst a scientific background to at least “A” level standard may be an advantage, we are looking for someone who is well organised with enthusiasm and initiative.

You will need:

- Strong organisational skills and the ability to prioritise
- Strong communication skills
- Strong practical skills
- Strong ICT skills
- Enthusiasm
- Initiative
- Integrity
- Flexibility

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.